

**Community Action Board of Directors**  
**Regular Meeting - March 8, 2017**  
**Frederick Community Action Agency**

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**Members Present:** Seaven Gordon, Chairman; Bob Mannis, Vice Chairman; Louise Lynch, Secretary; Chris Bickle; Guy Djoken; Diane Fink; Tim Reardon; Alderman Michael O'Connor; Nikki Bamonti (for Mayor Randy McClement) and Council Member M.C. Keegan-Ayer.

**Staff Present:** Mike Spurrier, Director; Michele Ott, Supervisor; Sarah McAleavy, Supervisor; and Janet Jones, Supervisor.

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**Opening and Introductions:** The meeting was opened at 12:05 p.m. by Chairman Seaven Gordon and all members and staff present introduced themselves.

**Approval of Minutes:** On a motion by Tim Reardon, with a second by Guy Djoken, the Minutes of the September 21, 2016 meeting were unanimously approved as written.

**Financial Reports:** Michele Ott, Supervisor presented Financial Reports on Departments 6111, 5121, and 5131. On a motion by Chris Bickle, with a second by Diane Fink, the Financial Reports were accepted as presented.

**Presentation on Board Bylaws and Attendance:** Mike Spurrier, Director provided an update on Board Bylaws, meeting attendance, and the Office of Community Services, Information Memorandum Number 28 (copies of each document were distributed). It was also noted that Alderman Josh Bokee and Marty Main recently resigned from the Community Action Board of Directors. Discussion ensued about the need to update the Bylaws. The Board directed Spurrier to develop a draft version of the updated bylaws for review at the next meeting.

**Adjournment:** With no other business to come before the Board the meeting was adjourned by Chairman Gordon.

Respectfully submitted by:

Mike Spurrier, Director